UNITED STATES MARINE CORPS
MARINE CORPS AIR BASES WESTERN AREA MIRAMAR
PO BOX 452001
SAN DIEGO CA 92145-2001

ABO 5110.1A
Postal
1 JUN 2000

AIR BASE ORDER 5110.1A

From: Commander
To: Distribution List

Subj: OFFICIAL MAIL COST CONTROL PROGRAM (OMCCP)

Ref: (a) DoD 4525.8M
(b) USPS Publication 25, A Guide to Business Mail Preparation
(c) USPS Publication 28, Postal Addressing Standards
(d) MCO 5110.5C

Encl: (1) Consolidated Official Mail Sites
(2) Appointment of Official Mail Manager Sample Letter
(3) Delivery Address
(4) Placement of Return Address
(5) Official Mail Manager's Inspection Checklist

1. Purpose. To inform official mail users of changes in the Department of Defense (DoD) Official Mail Cost Control Program (OMCCP) and assist units/organizations in making official mail compatible with the new United States Postal Service (USPS) automated mail processing system.

2. Information

a. The USPS is rapidly automating mail processing. The USPS is now capable of placing a postnet bar code on every piece of mail. The bar codes graphically represent the Zip+4 code and will be used to automate mail processing from the point of entry into the USPS to the point of delivery. Optical Character Readers (OCR) are utilized to apply the postnet bar code onto the mail. Benefits of more efficient and accurate mail processing, improved consistency of delivery and lower postal operating costs are being accrued by the USPS as a result of automation.

b. Reference (a) established the DoD OMCCP. The objective of this program is to control DoD official mail cost through proper and cost effective use of the USPS. References (b) through (d) provide guidance and exact specifications for the proper preparation of official mail envelopes and addresses to ensure compatibility with automated mail processing.

3. Action

a. To achieve a systematic merging of outgoing official mail into the USPS automated mail system and to comply with the procedures of references (a) and (d), the commanders will:

(1) Appoint Official Mail Managers (OMMs) for each group, unit, and organization listed on enclosure (1) for the purpose of supervising the activities' OMCCP. The OMM shall be a commissioned, warrant or noncommissioned officer (E-7 or higher) or DoD civilian (GS-7 or above). Assistant OMMs may be appointed to perform the OMM duties in the absence of the OMM. Appointments will be in writing and will include the appointee's official address and telephone number. See enclosure (2) for format. The appointment letters are submitted to the Installation OMM, Marine Corps Air Station (MCAS) Miramar Military Postal Facility, Bldg. 2257. The OMCCP training will be conducted annually. Class dates will be announced by the installation OMM.

(2) All groups, units, and organizations listed in enclosure (1) will establish a consolidated official mail site. These sites will become the central points for the acceptance and consolidation of all outgoing official mail generated within their group, unit or organization. After consolidation, each site will bring their outgoing official mail to the Military Postal Facility for postage to be affixed.

(3) Ensure all addresses on outgoing official mail are typed or printed by other mechanical means, in all capital letters with no punctuation. Rubber stamps generally do not print an address readable by USPS automation and shall not be used. Exception: activities engaged in hostilities or field exercises are not required to comply but are encouraged to do so when possible.

(4) Ensure all addresses (both delivery and return) are properly placed and formatted on all mail pieces. Enclosures (3) and (4) provide specific requirements per reference (c) and (d).

b. Postal Officer

(1) Initiate inspections of activity OMCCPs. Per reference (a), these inspections will be unannounced and conducted on an annual pass/fail basis. The OMM Inspection Checklist (DD Form 2495) will be used to conduct the inspection. A copy is provided as enclosure (5) of this Order, and is Figure 2-1 in reference (a).

(2) Ensure a systematic merging of official mail into the USPS automated mail system is accomplished. Ensure users comply with the references.

4. Concurrence. The Commanding General, 3d Marine Aircraft Wing and the Commanding Officer, Marine Aircraft Group 46 concur with the provisions of this Order.

T. A. CAUGHLAN
Chief of Staff

DISTRIBUTION: A

UNITED STATES MARINE CORPS
MARINE CORPS AIR BASES WESTERN AREA MCAS MIRAMAR
P O BOX 452001 SAN DIEGO CA 92145-2001

ABO 5110.1A Ch 1
G-1/Postal
23 JUL 2003

AIR BASE ORDER 5110.1A Ch 1

From: Commander
To: Distribution List

Subj: OFFICIAL MAIL COST CONTROL PROGRAM (OMCCP)

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On the letterhead page, reference (d), change MCO 5110.5C to read "MCO 5110.5D."

b. On page 2, paragraph 3a(1), second sentence, change E-7 to read "E-6" and GS-7 to read "GS-6."

3. Filing Instructions. File this Change Transmittal directly behind the signature page of the basic Order.

P. C. CHRISTIAN
Chief of Staff

DISTRIBUTION: A

CONSOLIDATED OFFICIAL MAIL SITES

HQ 3d MAW	IMA	FIRE DEPT	PSD
HQHQRON	MED/DEN	ASTC	NEX
MAG-11	SUPPLY	NATEC	RSU
MAG-16	BRIG	NAMTRD	NCIS
MWSG-37	FSC	NAWCEASU	MCCS
MACG-38	SATO	NAWCTSP	CSD
MWSS-473	COMMISSARY	AWTRNG	RESERVE
MAG-46	NMRC	ROICC/BRAC	DAV
4th TANKS			

BREAKDOWN OF CONSOLIDATED OFFICIAL MAIL SITES

HQ 3d MAW
ADJUTANT

HQHQRON

COMCABWEST	CHAPLAIN	SUPPLY
FUELS	PMO	PWD
AIR OPS	DISBURSING	SAFETY
HAZMAT	MOTOR POOL	PAO
ARMORY	TMO	ENVIROMENT
AVI. SUPPLY	JOINT LAW CENTER	

MAG-11

MALS-11	VMFA-314
VMFA-323	VMFA-121
VMFA-242	VMFA-225
VMGR-352	VMFAT-101

MAG-16

HMH-161	HMH-465
HMH-163	HMH-466
HMH-165	HMM-164
HMH-361	HMM-166
HMH-462	HMM-268

MWSG-37
MWSS-373
ALL STAFF

MACG-38
ATC
OFFICES MACS-1
MTACS-38/MWCS-38
MACS-1 DELTA/BRAVO

ENCLOSURE (1)

APPOINTMENT OF OFFICIAL MAIL MANAGER SAMPLE LETTER

UNIT LETTERHEAD

5110
Office Code
DATE

From: Commanding Officer, Headquarters and Headquarters Squadron
To: Warrant Officer John T. Lyons 123 45 6789/3381 USMC

Subj: APPOINTMENT AS HQHQRON OFFICIAL MAIL MANAGER

Ref: (a) DoD 4525.8M par. 2.C.1

1. Per the reference, you are hereby appointed as the Official Mail Manager for this squadron. You will be guided in the performance of your duties by the provisions contained in the reference.

2. This appointment is effective until such time as you are relieved of duties or transferred/reassigned from this unit.

3. The following information is provided for identification purposes:

a. Name: John T. Lyons

b. Rank: WO1

c. Official Address: P.O. Box 452014
San Diego, CA 92145-2014

d. Telephone: DSN #:
Comm:

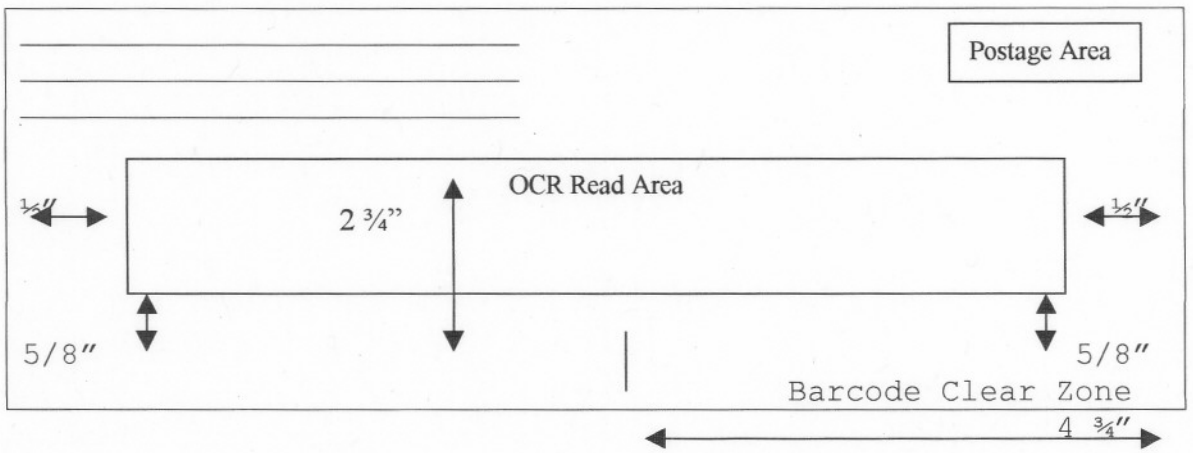
L. S. WALL

Copy to:
Postal Officer
MCAS Miramar Installation OMM

ENCLOSURE (2)

DELIVERY ADDRESS

Automation-Compatible Mail



(Envelope is not actual size)

Note: 1. All delivery addresses must be placed within the OCR read area. There is a five (5) line maximum and the font size must be ten (10) to twelve (12) pitch.

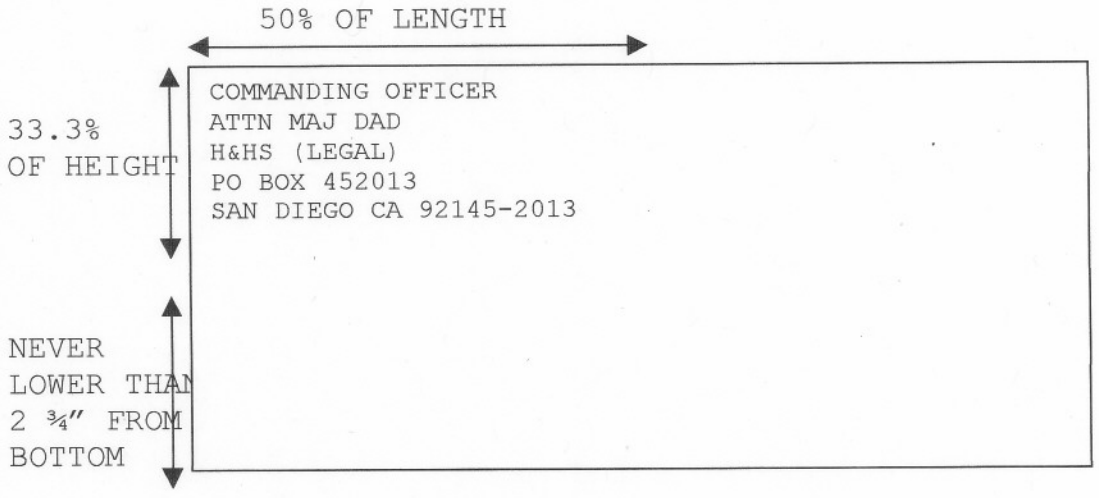
Note: 2. The OCR read area is a rectangular area formed by the following boundaries.

a. Left, 1/2 inch from the left edge of mail piece.
b. Right, 1/2 inch from the right edge of mail piece.
c. Bottom, 5/8 inch from the bottom edge of mail piece.
d. Top, 2 3/4 inch from the bottom edge of mail piece.

Line #

1st COMMANDING OFFICER	TITLE OF OFFICIAL IN CHARGE
2nd (ATTN MAJ DAD)	OPTIONAL LINE, USUALLY ATTN LINE
3rd H&HS (LEGAL)	NAME OF DOD ACTIVITY (SECTION)
4th PO BOX 452013	DELIVERY ADDRESS LINE
5th SAN DIEGO CA 92145-2013	LAST LINE

PLACEMENT OF RETURN ADDRESS



(Envelope is not actual size)

Note: 1. Return address information must not appear within the OCR read area and must appear in the top left corner of the mail piece, and extend no further than half of the length of the mail piece from the top as indicated above. The Return Address is limited to five lines and font size must be ten (10) to twelve (12) pitch.

Note: 2. All Official Mail, except business reply mail, must contain a complete return address of the mailing activity. The title of the individual (e.g., Commanding Officer, Commander) is to be used. Personal names will not be used.

Note: 3. The Return Address Format is:

Line #	
1st	COMMANDING OFFICER — TITLE OF OFFICIAL IN CHARGE
2nd	(ATTN MAJ DAD) — OPTIONAL LINE, USUALLY ATTN LINE
3rd	H&HS (LEGAL) — NAME OF DOD ACTIVITY (SECTION)
4th	PO BOX 452013 — DELIVERY ADDRESS LINE
5th	SAN DIEGO CA 92145-2013 — LAST LINE

OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST

For use of this form, see DoD 4525.8-M. The proponent agency is Military Postal Service Agency.

A. DATE

B. TO *(Inspected Activity)*

C. FROM *(Inspecting Activity)*

MILITARY POST OFFICE
PO BOX 452014
SAN DIEGO CA 92145-2014

INSTRUCTIONS

Mark an "X" in "YES" or "NO" column for each item. If item is not applicable mark "NA" in "YES" column.
References apply to DoD 4525.8-m (2.C. refers to Chapter 2. Paragraph c).

ITEM	YES	NO	ITEM	YES	NO
1. Is current copy of DoD 4525.8-M available?			18. Are all business reply items prepared per 3.M.1.a. and 2.b.?		
2. Does installation or equivalent activity OMM have a current copy of all publications required by 1.D.?	N/A		19. Are all merchandise return service items prepared per 3.M.1.a. and 3.b.?		
3. Does each meter location have a current copy of all publications required by 1.D.?	N/A		20. Do permit imprint formats and contents comply with 3.R.1.?		
4. Is official matter being transported at the lowest cost to the Department of Defense (2.B.1. and 2.)?			21. Have logos or slogans in use been approved per 3.S.2.?		
5. Is unauthorized use of official mail reported per 2.B.8. and 3.Q.?			22. Are the printing / overprinting requirements of 4.D.2.b. (2) being followed?	N/A	
6. Are all OMMs required by 2.C. appointed in writing?			23. Are postage stamps inventories limited to amounts authorized by 5.B.1.?	N/A	
7. Are OMM appointments filed as required by 2.C.1.a.?			24. Are postage stamps ordered per 5.B.2.?	N/A	
8. Does the OMM's OMCCP training program meet the requirements of 2.C.2.?	N/A		25. Are postage stamps secured per 5.B.3.?	N/A	
9. Are the OMMs carrying out the OMCCP supervisory requirements of 2.C.3.a.?			26. Are valid USPS postage meter licenses on hand as required by 5.C.1.?	N/A	
10. Is official mail monitored in compliance with 2.C.3.b.?			27. Have unneeded USPS postage meter licenses been canceled per 5.C.1.?	N/A	
11. Are OMCCP inspections conducted as required by 2.C.4.?	N/A		28. Are USPS Forms 3603 (Receipt for Postage Meter Setting) filed (5.C.2.c.)?	N/A	
12. Is maximum use being made of consolidated mailings? (3.C.)			29. Are refunds for spoiled postage submitted (5.C.4.a.)?	N/A	
13. Are consolidated mailings prepared per 3.C.?			30. Is the record of postage used being analyzed per 5.C.6.?	N/A	
14. Is mail being marked with correct class of mail per 3.G.?	N/A		31. Are postage meters secured per 5.C.9.?	N/A	
15. Is selection of special mail services per 3.I.?			32. Are postage meter keys secured per 5.C.9.?	N/A	
16. Are the provisions of 3.K. being followed for Express Mail?			33. Is the postage metering equipment accounted for per 5.C.10.?	N/A	
17. Are all business reply items addressed to a DoD activity (3.M.1.a.)?			34. Do postage meter supplies meet requirements of 5.C.11.?	N/A	
35. **RATING** *(X one)*		a. Satisfactory			b. Unsatisfactory

NOTE: An unsatisfactory rating is mandatory if any one of items 1,2,3, or 34 is marked "NO",
Or if more than 10 percent of the remaining items are marked "NO".

36. **COMMENTS**

37. **INSPECTOR**

a. NAME *(Last, First, Middle Initial)*	b. GRADE OR TITLE	c. TELEPHONE NUMBER (858) 577-1329
d. ORGANIZATION	e. SIGNATURE	

DD Form 2495, APR 87